

HUMAN RESOURCES OFFICE
MARYLAND NATIONAL GUARD
219 WEST HOFFMAN STREET
BALTIMORE, MARYLAND 21201-2288
TELEPHONE: (410) 576-6175

POSITION VACANCY ANNOUNCEMENT # 19-049

OPENING DATE: 10 APRIL 2019 CLOSING DATE: 25 APRIL 2019

FULL TIME MILITARY / ACTIVE GUARD RESERVE (AGR) POSITION VACANCY

BRANCH OF SERVICE: ARMY NATIONAL GUARD

POSITION TITLE: MOTOR SERGEANT/READINESS NCO (91X40)

HIGHEST GRADE AUTHORIZED: SFC/E7

ORGANIZATION AND LOCATION: HHD, 629th MI BN (EXP), 8601 ODELL ROAD, LAUREL, MD 20708

SALARY: Full Military Pay and Allowances, depending on rank and longevity of selectee.

WHO MAY APPLY: OPEN TO AGR ENLISTED SOLDIERS WHO HAVE COMPLETED A MINIMUM OF 18 MONTHS OF THEIR INITIAL TOUR AND TRADITIONAL SOLDIERS OF THE MARYLAND ARMY NATIONAL GUARD ONLY.

GENERAL ELIGIBILITY REQUIREMENTS:	INITIAL ENTRY QUALIFICATIONS:	ON-BOARD AGR QUALIFICATIONS:
<ol style="list-style-type: none"> 1. Must be in a Ready Reserve status. 2. If an Enlisted Soldier, must be 18 years of age and not have reached his/her 55th birthday. 3. Must not be under current suspension of favorable personnel actions. 4. Must not be entitled to receive Federal military retired or retainer pay. 5. Must be able to complete a 3-year initial tour of AD or FTNGD prior to completing 18 years of active service and before MRD. 6. Applicants who have voluntarily separated from the AGR Program are not eligible to re-enter for one year from date of separation. 7. Applicants who have voluntarily separated from the AGR Program in lieu of adverse personnel actions, or who have been involuntarily separated from the AGR Program are not eligible to re-enter the program. 	<ol style="list-style-type: none"> 1. Must possess the qualifications prescribed in Table 2-1 and not be disqualified under Tables 2-2 or 2-3 IAW AR 135-18. 2. Must be medically certified as drug free and be tested negative for HIV within the last 24 months prior to initial entry. 3. Must not be pregnant per AR 40-501 and AR 600-110. 4. Must meet the body composition standards prescribed in AR 600-9. 5. Must meet the medical fitness standards for retention per AR 40-501, chapter 3; PHA or flight physical must be within 12 months prior to initial entry. Soldiers whose PULHES contains a "3" or "4" must meet the requirements of AR 600-60 prior to initial entry. 6. Must be able to complete the Military Education requirements commensurate with the military grade. 7. Enlisted Soldiers in grades E6 and above must possess the required grade, MOS and skill level required by AGR duty position (except for detailed recruiting positions) per AR 135-18, Table 2-1. SSG and above not MOSQ may apply, (unless job stipulates otherwise), but must take a reduction to SGT and submit a memo with their application stating they are willing to take a grade reduction to SGT. 8. Must be eligible for reenlistment or extension per NGB-ARH Policy #09-26. 	<ol style="list-style-type: none"> 1. Must possess the qualifications prescribed in Table 2-4 and not be disqualified under Tables 2-5 or 2-6 IAW AR 135-18. 2. Must possess MOS of the AGR duty position or become qualified in that MOS within 12 months. 3. Failure to qualify in AGR duty position MOS within 12 months of assignment will result in mandatory separation from the AGR Program per Chapter 6, NGR 600-5. 4. Must be within grade requirements of MTOE/TDA position and NGB staffing Guide. 5. Soldiers who have not completed a minimum of 18 months of their initial tour may request a waiver of the 18 months stabilization rule through their current Command to be approved by the <u>Chief of Staff (CoS)</u>. 6. Stabilization Rule waiver consists of: Letter from Soldier, Endorsements from Chain of Command (CoC), SF 52 w/Executive Summary from Command, and original application packet. 7. A copy of the complete Stabilization Rule waiver along with a copy of the application must reach HRO prior to closing date of the announcement; originals must reach the CoS office prior to the closing date of the announcement.

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DESCRIPTION OF DUTIES: Responsible for planning, directing, and managing all HR competencies. Supervises and manages the processing and tracking of all Personnel Actions, Awards, NCOERs, Promotions, Flags, Leave and Passes, and Military Pay. Prepares and monitors requests for orders for temporary duty and travel, personnel processing, personnel security clearances, training and reassignment, retention, military and special pay programs, transition processing, legal, and unit administration. Responsible for accurate and timely Personnel Accountability, Strength Reporting and readiness of all assigned and attached personnel. Responsible for monitoring training needs and facilitating ATRRS input, orders preparation and DTS in regards to MOSQ, SQI, ASI, NCOES and OES; operates (not limited to) ATRRS, DTMS AFAM, DTS MUPS, SIDPERS, iPERMS, DPRO, MEDPROS, and other systems required to conduct daily duties. Assists and advises 1SG and Commander.

Readiness NCO will conduct the following administrative, training, and readiness operations:

(1) Responsibility for military training by devising and implementing training plans, guidelines and procedures, reports and assessments for the unit and individuals assigned. Ensures that training is conducted in accordance with Army training doctrine. Prepares training guidelines, individual training records, operation orders, mobilization plans, SOP's, and readiness reports. Prepares for unit yearly training workshop to develop yearly training plan with unit leadership. Prepares for monthly unit training meetings. Prepares training schedules and plans for approval of commander and higher headquarters. Maintains training guidance and documents as required by higher headquarters. Prepares training and evaluation outlines and lesson plans. Prepares automated requests for orders. Prepares correspondence for approval by commander or higher level supervisor. As required, completes training expenditure forecasts. Coordinates training programs for the unit to include the scheduling of training areas, obtaining equipment and other materials required for testing of personnel and training scorer/evaluators or test officers. Procures, designs, reproduces, and distributes a variety of training aids, map overlays, and transparencies that are necessary to unit personnel for the efficient operation and training of the unit.

(2) Manages the military schools program of the unit. Coordinates with the higher headquarter to obtain quotas for personnel to attend school (Service, NCO, Special, etc). Manages use of school quotas, training support M-day and other training resources as allocated to the unit. Prepares and forwards requests for training for all unit members ensuring applicants are eligible to attend the school requested and all prerequisites have been met. Prepares or requests the appropriate personnel action (e.g. ASI or MOS award) upon completion of required training and other qualifications.

(3) Makes recommendations regarding training facilities best suited to the unit in achieving its goals and objectives. Initiates requests for equipment training support to higher, adjacent, and other military commands to support unit training objectives. As directed, operate and maintain indoor firing range facility. Develops the unit Mission Essential Task List (METL) and provides input for the yearly training plan. Assembles and maintains statistics on weapons qualification, crew qualifications/table certifications, Army Physical Fitness Test, weight control, Common Task Testing, Military Occupational Skill Qualification and other critical data as required. Trains unit leaders on how to maintain leader books and other training material as directed by the command. Assist in preparing and maintaining the unit's OBJ T rating and validation.

(4) Assist in maintaining working relationships with local officials, clubs, etc., for a variety of such purposes as armory security coordination with the police, suitability investigations, armory rental, unit participation in celebrations, or fund raising drives, and to provide public information about the National Guard. Works with community organization to obtain support for the National Guard. As directed, attends meetings as the National Guard representative to effectively coordinate the National Guard's participation in civic activities.

(5) As required, assists in completing supply transactions for the unit in the absence of the Supply NCO/Technician. Requisitions, receives, stores, issues, and accounts for supplies and equipment such as rations, ammunition, fuel, clothing, office supplies, forms and publications, communications equipment, small arms, tool sets, vehicles, etc. Posts, updates, and maintains in current stays unit property records such as hand receipts, and equipment checklists. Initiates reports of survey when necessary and statements of charges for lost, damaged, or destroyed property.

(6) As required, assists in completing administrative and personnel transactions for the unit. Prepares or assists in preparing critical personnel documents. Prepares correspondence for the unit. When required, prepares and submits pay documents to higher headquarters.

(7) Performs recruiting duties to maintain the unit at authorized strength. Establishes personal contact and maintains effective working relationships with assigned recruiters, public officials, civic groups, veteran's organizations and groups.

(8) In the absence of janitorial staff, works with other assigned full time support personnel to care for, clean and maintain the National Guard Armory, including lawn care and general user maintenance.

(9) Performs other duties as assigned.

QUALIFICATIONS REQUIRED: Motor Sergeant must have the following qualifications: High school Diploma or equivalent. A physical demands rating of moderate. A physical profile of 323232 with normal color vision. Qualifying scores: ASVAB scores: A minimum score of 87 in aptitude area MM and 85 in aptitude area GT on the Armed Services Vocational Aptitude Battery (ASVAB). The Soldier must meet SECRET access eligibility requirements for this position. An interim secret clearance access eligibility granted from the Central Clearance Facility meets this requirement. The Soldier must be a U.S. citizen. Applicants must have a valid state driver's license and be able to operate military vehicles and equipment organic to the unit. Applicant must be qualified for appointment in the position. Applicant must have a working knowledge of automated office procedures. Applicant must be able to complete the Military Educational requirements commensurate with their military grade. Must not have any flagging actions that would prevent them from applying. The position requires the ability to obtain and maintain a secret clearance.

SPECIAL INFORMATION

1. Appropriate military uniform will be worn during duty hours.
2. Continuation of tour is subject to findings of the AGR Tour Continuation Board and the Adjutant General.
3. Initial Tour AGR soldiers who do not become MOS/AOC qualified within 12 months will be reassigned to a position for which they are qualified or be separated from the AGR program.
4. Except for mobilization or other emergency, member accepted for tour normally will not be subject to reassignment during the first 18 months of initial tour. After 18 months of initial tour, soldier may be reassigned without consent or without geographical limitations to meet the needs of the service.
5. As a condition of employment, service members are required to attend mandatory PEC training courses associated with their FTS positions. Failure to complete course(s) at PEC within the first year of employment may be cause for reassignment to other FT positions or termination from employment.
6. Must sign a Certificate of Agreement and Understanding prior to being ordered to AGR duty.

APPLICATION PROCEDURES / REQUIRED DOCUMENTS

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED
APPLICATIONS WILL NOT BE RETURNED!

SUBMIT APPLICATION IN ORDER LISTED BELOW

- ☐ **NGB Form 34-1, DATED 20131111** completed, signed, dated and annotated job number
- ☐ **PQR Updated** Personnel Qualification Record
- ☐ Current copy of Enlisted Record Brief (**ERB**)/Officer Record Brief (**ORB**)
- ☐ **MEDPROS Report** of current Periodic Health Assessment (**PHA**) within **12 months** and HIV Test within **24 months**
- ☐ **DA Form 3349** must be submitted for Soldiers with Permanent Profiles
- ☐ **ASVAB scores (if not reflecting on ERB, submit REDDs report, or Memorandum with new test scores).**
- ☐ **Height/Weight Standards- Current** IAW AR 600-9; and provide Tape Test **DA Form 5500 (Males), DA Form 5501 (Females).** (HT/WT is only valid for 6 months)
- ☐ **APFT DA Form 705**, Current Army Physical Fitness retention standards IAW AR 40-501; **not more than 6 months.**
- ☐ **NCOERs/OERs THREE latest** and as available for junior Soldier/NCO applicants. (Gaps in rating periods **MUST** be explained in writing.) **Letter of recommendations on individuals not requiring an NCOER/OER.**
- ☐ **Photograph in ASU/ACU (E5 and below Photo must be within the last 24 months.)**
DA photo in Class A uniform/ ASU (E6 and above, no more than 5 years old).
- ☐ Unit memo verifying no Flagging Actions.
- ☐ **INITIAL ENTRY ONLY:** (BOTH of the following must be submitted)
 - a) **NGB Form 23B** Retirement Points History Statement
 - b) **DD Form 214s.** Provide all **(Long version copies 2, 4, 7, or 8), DD Form 215 or DD Form 220 (if applicable)**
- ☐ Completed questionnaire below

Questionnaire:

Y/N

- ☐ Are you currently a Maryland Army National Guard Member? _____
- ☐ Are you currently AGR? If so, what State? _____
- ☐ Are you currently Technician? If so, what State? _____
- ☐ Are you currently deployed? If so, what location? _____
- ☐ Are you currently on ADOS? If so, with who? & what is the ending date? _____

Please provide current telephone number and **Military Email** address (Selection and Non-selection Memos will be sent via **Encrypted Email**): _____,

Forward application and attachments via **MAIL, EMAIL, OR WALK-IN**: Tuesday – Friday 0630 -1700 at the Fifth Regiment Armory, Human Resource Office on the 3rd floor, Room 26

SUBMIT ONE PDF DOCUMENT ENTITLED 19-049 MOTOR SERGEANT TO:
ng.md.mdarnng.mbx.mdng-hro-agr@mail.mil

MAIL

DO NOT STAPLE, OR DOUBLE SIDE PRINT DOCUMENTS.

Forward application and attachments to: **Human Resources Office**
ATTN: NGMD-HRO-AGR
Fifth Regiment Armory
29th Division Street
Baltimore, MD 21201-2288

Applications must be received in the HRO not later than close of business on the closing date!
Applications received after the closing date will not be considered.